

Educational Services

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Our Ref: RMCC/AC

Date: 29/09/25



Dear Parents/Carers,

Parents' Evening – Thursday, 9th October, 2025

We would like to remind you that our Parents'/Carers' Evening is scheduled for Thursday, 9th October. We will be using the **online booking system** through your **ParentsPortal account** to manage appointment scheduling.

Key Dates and Information:

- **Booking opens:** Monday 29th September, at 4:00 pm
- **Appointment duration:** 8 minutes, with time allocated for transitions between meetings
- **Booking deadline:** Friday 3rd October

How to Book Your Appointment:

1. Log into your **ParentsPortal** account.
2. You will receive a notification for each child (via the bell icon at the top of the screen).
3. Click on **Respond**.
4. Choose your preferred time slot.
5. Enter your contact number.
6. Click **Save** and **Confirm** your appointment.

Please note: You will need to complete the booking process for each child you wish to schedule an appointment for.

If you experience any difficulties or need assistance, please contact the school office. We are committed to ensuring every family has the opportunity to book an appointment.

A copy of your child's **interim report** will be sent out this week ahead of Parents' Evening and you will have an opportunity to discuss further at your appointment.

Faith

Respect

Honesty

Responsibility

Opportunity

Right of the Month – Protection and preservation of identity